EXECUTIVE DEPARTMENT

- Considerable time was spent all week dealing with the construction incident that resulted in the tragic deaths of the Ellis family.
- Met with representatives of the AWC Retro Rating pool to review the L&I workers compensation program, and how the City could perform better in this areas.
- Prepared the April edition of the Bonney Lake Reporter.
- Conducted an exit interview with our outgoing public defender.
- Attended the annual housing and economic forecast for Pierce County hosted by the Master Builders Association.

Facilities and Special Projects and Events

- David Wells attended a Communities for Families planning meeting
- Pete Spain repaired the mailbox for the Annex Building (currently available for rent)
- Pete (Facilities) is buying tools and equipment for Community Service Workers (see some of their recent landscaping work around the Public Safety Building)
- Gary facilitated a Parks Commission meeting
- Gary met with consultants to follow up on the Parks Commission presentation on design of Fennel Creek Trail Segment 2
- Pete is working on a proposal to deep clean floor coverings at the Senior Center in advance of their 25th Anniversary event in September
- Gary participated in a “Curriculum Audit” meeting at request of Sumner School District
- Fire suppression systems were back-flushed at Justice Center and Public Safety Building
- Completed one performance review.

Our annual Arbor Day and Parks Appreciation Day event is this Saturday. See page 8 for details.
FINANCE DEPARTMENT

- Staff continues to identify account relationships in the General Ledger and reconcile outstanding transactions in an effort to enhance the level of reporting.
- Continuing to evaluating office procedures and internal controls.
- Prepared, reviewed and discussed Journal Entries.
- Preparing financials, reconciling balances.
- Worked on spreadsheets for TIF, Utility and Gambling Taxes.
- Worked on reconciliations.
- Reviewed applicable reported Findings published by the State Auditor’s Office, in an effort to ensure the City’s compliance with related topics.
- Held monthly department meeting.
- CFO attended Treasurer’s Conference on a scholarship.
- Received 5-requests to start and stop billing tenant.
- Updated various accounts for changes.
- Processed 31-estimated finals including actual closing bills, lien payoffs.
- 23-Account Transfers that also includes bank owned transfers, quit claim transfers.
- Processed 37 accounts for refunds.
- Sent 3 Lien releases to Auditor.
- Processed credit card & ach autopay.
- Dispatched to PW 78 delinquent doorhangers.
- Spoke with several (11) customers regarding an approved payment plan.
- Received 2 business license applications.
- Notified several customers for high consumption.
- Completed and routed 2-service orders to investigate possible leaks.
- Received request for 6-Title search.
- Sent 9 leak adjustments request to PW director for review.
- Replaced 2 P-Cards that were potentially compromised.
- Moved more 2012 files.
- Staff updating procedural manuals
- Printed and mailed 7 Accounts Receivable late notices
- Requested information from DOL regarding cost of licensing new trailer for PW.
- Reviewed 46 invoices entered by other departments for coding, sales tax, shipping fees.
- Entered and paid 78 invoices into Accounts Payable system,
- Continued training in Alarm Licensing module: verifying False Alarm call responses for the prior month, entering invoices, alarm calls types verifications.
- Held weekly operations meeting.

ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources:

- Reviewed several employee evaluations and requests for Family and Medical Leave.
- Met with the director, mayor and city administrator as well as representatives from the AWC Retro Worker’s Comp program to discuss Bonney Lake’s program.
- Met with a representative from ADP to discuss the City’s plans for filing the required documents relating to the PPACA in 2015 and a representative from the WA State Department of Retirement Systems to discuss training opportunities for staff.
- Provided an orientation to a new employee in the Public Works Department – Sewer Division. Chris Blake was a former employee in the Public Works Department and we welcome him back.
- Attended an all WAPELRA meeting, which focused on LEAN programs for HR Departments.
ADMINISTRATIVE SERVICES DEPARTMENT Continued

- Continued work on the negotiations with both AFSCME and the Police Guild.
- Reviewed the status of evaluations within all departments and notified supervisors of impending evaluations due for employees.

City Clerk’s Office:

- Received 10 new public disclosure requests and multiple requests for information. Provided records for media on city website; closed 1 request totaling 334 pages; referred 1 requestor to appropriate agency; provided installments to requestors.
- City website & social media activities included posting press releases, loading an updated event form. Observed web and social media traffic – social media activity was high, and website hits tripled. Monday/Tuesday; OIS helped with web server time-out issues. Worked with Washington CPS to provide a direct link to the City’s Child Passenger Safety program page.
- Worked with SharePoint consultants on final steps for proof of concept implementation project; trouble-shooting document rules and Record Center configuration.
- Transferred 12 records cartons to storage; processed records securely destroyed, and prepared expired records for disposition.

COMMUNITY DEVELOPMENT DEPARTMENT

Code Enforcement

- Confiscated 4 signs at various locations throughout the City.
- Received complaints of 2 residences without water service - investigated, one empty the other being occupied - contacted the tenant and bank; of a property break-in at residence off of 185th, investigated and determined property secured; & of material being spilt out on road in front of C&D Topsoil, visited their facility and material swept and removed.
- Received replies from an owner of vacant property off of 210th, reported that squatter not on his property but adjacent lot, investigated and issued notice; from a resident off of Elhi Rim and potential junk vehicles, inspected and determined vehicles did not meet “junk vehicle” qualification; & from resident off of 83rd, stockpile at back of home not household garbage but construction debris - resident to have removed within next 3 weeks.
- Received inquiries from a bank regarding vacant home off of Locust Extension, residence secured and mowed - bids still being received on property cleanup & from a resident with black mold in their home, provided information and referral to property agencies.
- Made contact with property owner regarding rabbits and rabbit cages, progress still being made.
- Verified that barb wire removed from fence from property off of Veteran’s Memorial.

Development Review Engineering

- Conducted Falling Water sewer testing (Video, Low-pressure Air, and Vacuum).
- Received the Certificates of water and sewer availability requests for the Angeline short plat.
- Continued road approach and right-of-way inspections.

Building and Permits

- Conducted 67 inspections.
- The Permit Center received 20 applications and issued 14 permits.
- The Permit Coordinator met with the applicant to renovate the old Shari’s restaurant into a Denney’s restaurant (this lease was signed yesterday and they will be moving forward with permitting next week).
- The Permit Coordinator attended the EDC Meeting, the 2015 MBA Housing Forum and the monthly Chamber Lunch.

Current Planning

- Issued a notice to a property owner regarding an addressing discrepancy.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

- Reviewed and processed multiple home occupation applications and business licenses.
- Conducted a review of a building permit application at Panorama West.
- Met with the engineer of record for the Sky Island Division Six (6) subdivision.
- Worked with a property owner and the County to resolve a legal lot of record dispute.
- Continued making progress reorganizing the planning archives.

Long Range Planning

- Continued to work on amendments to the City’s development regulations: (1) the Planning Commission held the public hearing to amend the City’s Land Use Matrix related to single-family residences in the R-2 district, essential public facilities, electric vehicle infrastructure, and family day cares; and (2) preparing the City Council packet for the notice of intent to adopt amendments to City’s critical areas code and shoreline code.
- Continue to work on the update of the City’s Comprehensive Plan: (1) continued working with the consultant on the transportation model, the City has received the model outputs and will be finalizing the draft of the Mobility Element; (2) continued to prepare the draft Community Services and Facilities Element; and (3) prepared the City Council packet for the Economic Vitality Element.
- Attended the Puget Sound Regional Council - Regional Staff Committee meeting. Key discussions included the scope of work for amendments to the regional center methodology, a briefing on a technical report currently begin prepared related to the regional geographies and how jurisdictions maybe classified in the in future, a briefing on the industrial lands report, and a presentation on the housing policy work currently under development.
- Attended Pierce County Regional Council meeting. Key topics include review of the City’s UGA application, PSRC voted to recommend deny all of the UGA expansion applications and vote to recommend approval of the affiliation of Tehaleh with the City. The PCRC also voted to approve sending a letter to the Department Commerce requesting that the department allow cities in Pierce County to use a planning horizon year of 2030, if they chose. Please note the City is using a horizon year of 2035, which is consistent with the current interpretation of the state law by the Department of Commerce.
- Continued tracking bills in the Washington State Legislature that could have an impact on the City.

GIS

- Easements and Utility Grid GIS layers have been published in CountyView GIS and are now available.
- Met with the GIS Coordinator of SouthSound911 to discuss the islands of City limits and how these properties will be responded to in the near future when SS911 becomes our primary 911/police dispatch service.
- Working with Pierce County GIS to update our expired emergency local ArcGIS software license for our EOC laptop.
- Seeking clarification about the future 221ST Ave E road on the north side of SR410 in Eastown.
- Completed 2 as-built requests for the Transportation Supervisor: Sky Island 5 and Ashton Village Stormwater. Also updated the Stormwater Pond locations GIS database and map.
- Created 2 site maps for the Associate Planner: LiDAR map with Contours and an aerial photo-based map featuring the 2014 Preliminary FEMA Flood GIS data.
- Created a Water System Pressure Zone map featuring Water Mains for the Development Review Engineer.

Bonney Lake Employees Core Values Statement:
We are a team of dedicated professionals who respect our community and one another. We serve the public need with integrity, and will be held accountable for our actions.

Employee Motto:
United in service.
PUBLIC WORKS DEPARTMENT

Engineering and Administration
- Processed 11 invoices ($113,181) for payment and 2 requisitions ($87,826).
- Assembled the Community Development Committee Packet for the April 21, 2015 meeting.
- Processed several Public Records Requests.
- Assistant Engineer Fonda received over 100 entries for the stormwater pollution prevention art contest and processed two street light installation requests.

CIP Construction Contracts:
- SR 410 Pedestrian Improvements ~ Contract has been put under temporary suspension of work until police investigation of the accident has been completed and City has decided the next course of action.
- SCADA Upgrade Phase 1 ~ Completed local testing of the new panel at LS-21. The interface between LS-21 and the Central Computer will be tested on Monday. The Contractor has installed the new panel at LS-2 and will be ready to test the new panel on the April 28th.

CIP Planning and Design Contracts:
- SR410 & VMD Intersection Improvements ~ City Engineer has completed the interview process for Construction Management assistance for the project. Staff will meet with the design team next week to work through all of the comments received and to prepare the final bid package ready for advertisement. Advertisement will occur when WSDOT approves the funding package submitted by the City.
- 186th Avenue Corridor Project ~ ROW agent is continuing to work with property owners for Right of Way purchases. Design is continuing.
- Lakeridge 2 Pump Station Design ~ Continued to review the latest plans and specifications from the consultant.
- Flume Trestle Bridge Repair ~ Staff completed an agenda bill packet to award a design contract for the Flume Trestle Rehabilitation.

Commercial - Residential – School District Contracts:
- Reviewed two residential stormwater submittals and two right-of-way permits and inspections.

Operations & Maintenance Division:
Street Maintenance
- Received a call from police dispatch Monday morning requesting that Public Works crew close Angeline Road at Veterans Memorial Drive and 95th Street on the south side of the SR410 overpass. Set up a detour route to Sky Island and then Rhodes Lake Road to access Angeline from the south. Crew monitored closure sites until Angeline was opened up to traffic at 10:42 PM Monday night.

Stormwater System Maintenance
- Continued cleaning & inspecting catch basin/manholes and jet cleaning culverts.
- Delivered 3 loads of landscaping wood chips to the former Annex building in support of the Facilities staff.
- Finished filling, leveling and compacting the uneven areas at southwest corner Alan Yorke Park. Planted grass seed and applied starter fertilizer to the entire area.

Mowing
- Injected chemicals to kill noxious weeds (Poison Hemlock and Knotweed) at the future water booster pump site on 184th Ave, behind the post office, and along SR410 in Eastown.

Street Sign Maintenance
- Reset two “Parking Permit Only” signs on Brookside Dr, a street identification sign assembly on 192nd Ave at 77th Street, and removed a No Outlet sign that was no longer necessary on 76th St (Ridge at Lake Tapps development). Replaced a stop sign on Springwood Dr at Brookside Dr.

Water Distribution
- Repaired 4 service line leaks.
- Performed one service line freeze to allow developer to install single family residential fire sprinkler system.
- Prepared for replacement of piping and backflow prevention assembly on Allen York Park’s irrigation system.
- Responded to Ponderosa Tank #2 overflow caused by telemetry system failure from faulty level transducer.
PUBLIC WORKS DEPARTMENT Continued

Water Customer Service
- Responded to 2 Water Availability requests.
- Performed 49 regular, 1 meet-on-site, and 1 emergency underground utility locate requests.
- Responded to 35 Customer Service requests from Finance and 3 from PW-OPS administrative staff.
- Delivered 78 Delinquent Account door hangers, followed by performing 12 delinquent account shut offs.
- Changed nine 5/8” and one 1” manual read meters to radio read, replaced 6 meters that were difficult to read, and installed three new 1” radio read meters.

Water Production
- Collected 13 routine coliform bacteria samples from the distribution system.
- Installed 2 new motors on chemical feed pumps (Grainger Springs and Victor Falls), and performed preventative maintenance tasks on chemical feed systems.
- Received training from Water Management Labs in proper water sample collection techniques.
- Received training on manual generator operations at Tacoma Point Wells and Grainger Springs Pump Station.
- Reviewed Coliform Monitoring plan and response procedures.

Sewer Collection System
- Inspected manhole on Angeline Road for construction accident damage (none found).
- Mike Claunch and Rob Reddoch attended a three day Wastewater Collection Personnel training class in Renton. After the class, Mike Claunch and Lance Johnson took the Wastewater Collection Specialist 3 exam, and Rob Reddoch took the Wastewater Collection Specialist 2 exam. The results will be available soon.
- Chris Blake returned to employment with the City of Bonney Lake as a Maintenance Worker 1 in the Sewer section of the Public Works Department.
- Performed maintenance, adjustments and operations at Falling Water community drain field. Also completed semi-annual inspections of 28 private septic tanks in the Falling Water development.
- Exercised 5 portable emergency generators.
- Assisted with testing of new SCADA communication and control system at L.S. #21. Final testing is scheduled for April 20th.
- Installed new float and rod in Vactor truck.
- Repaired Annue odor control system at L.S. #12.
- Cleaned wet well at L.S. #3.

Parks Maintenance
- Monday morning, crew discovered that someone used a screwdriver to access the cab of the city’s grader at Alan Yorke park. At the storage barn, perpetrators cut the fence, broke through the plywood on the outside wall of the building, and gained access to the shop. Inventoried tools and determined that two Husqvarna chainsaws were missing, a Honda 2000w suitcase generator, a Ridgid cordless tool set and a Shindaiwa backpack blower was stolen. A police report was filed and a case number issued. Secured fences and patched the hole in the building.
- Completed daily Fennel Creek Trail gate unlocking and daily garbage collection in all parks.
- Inserted the Parks Appreciation Day flyer/postcards in the kiosks in City parks.
- Completed weekly playground equipment inspections and baseball infield maintenance.
- Mowed and trimmed Field 4, Allan Yorke Park (fields, playground, and beach area), and Cedar View Park.
- Lowered flags to half-staff on Wednesday, April 15, 2015, for a Day of Remembrance for President Abraham Lincoln.
MUNICIPAL COURT

- Arraignment – Pre Trial Calendar held on Wednesday 15th Judge Pro Tem Daniels. Approximately 81 persons were in attendance for court with 133 cases reviewed.
- Review Calendar held on Monday April 13th – Judge Pro Tem Jenkins. Approximately 52 persons were in attendance for court with 79 cases reviewed.
- Traffic Calendar held on Thursday April 16th – Judge Pro Tem Daniels. Approximately 76 persons were in attendance for court with 107 cases reviewed.
- Processed an approximately 73 infractions and 17 criminal citation.
- Reviewed 109 Delinquent/Non Payment of on accounts
- Probation: Updated the Court of compliance via the review calendar on 4/13.
- Work crew pulled weeds at the Annex and spread beauty bark on 4/14.
- Conducted one on one interviews with clients on active probation on 4/15.
- Work crew assisted with the removal a tree near the Fire Dept. and pulled weeds near the facility on 4/16.

This Is Spring Clean Up Week—DM Disposal

During Spring Clean Up Week the City's solid waste company, DM Disposal, will pick up extra garbage, recycling and/or yard waste and one appliance at no additional charge for customers inside Bonney Lake city limits.

In 2015 a FREE SHREDDING EVENT will be held on Saturday as part of Spring Clean Up Week, in conjunction with Parks Appreciation Day events. Spring Clean Up is available to customer accounts inside the city limits of Bonney Lake only. This offer does not apply to Murrey's Disposal customers with accounts in unincorporated Pierce County. Not sure if you live inside the City limits? Check our City Limits map or call the City receptionist at (253)862-8602 for assistance.

Clean Up Week Details & Requirements

Extra Garbage/Yard Waste:
- Curbside pick-up only (no alley access).
- Up to 3 extra cans/bags of garbage and/or yard waste.
- Additional cans/bags must weigh no more than 45 lbs when full.
- Extra cans or bags of garbage or yard waste should be placed for curb-side pick up by 7:00 am on your regular garbage pick up day.

Appliance Disposal
- One (1) appliance per household.
- Acceptable appliances include: Refrigerators, stoves, microwaves, dishwashers, freezers, hot water heaters, washers or dryers.
- Appliances must be placed for pickup by MONDAY morning.

Free 'Shredathon' Event Details
- April 25, 2015 from 10am to Noon at Midtown Park (WSU Forest, behind Fred Meyer - 20901 SR 410)
- Individuals are permitted to bring up to 1 file box or 2 grocery bags of documents.
- Do not bring stiff metal, plastic bags, DVDs or other items that will jam the shredder.
- For more information and tips on what to shred, visit the WA Attorney General’s website www.atg.wa.gov
- A special thank you to Bonney Lake Fred Meyer for supporting this event!
Parks Appreciation / Arbor Day
Saturday April 25, 2015
Location: Midtown Park (WSU Forest)
Time: 9:00 a.m. to Noon

Come join residents from all over Pierce County as we clean up our local parks! Events are scheduled all around Pierce County for Parks Appreciation Day, including in Bonney Lake!

**Bonney Lake volunteers** will meet at the Midtown Park (WSU Forest) entrance behind Fred Meyer & Regal Cinemas (same location as past years), on the South side of SR 410 between South Prairie Rd and 214th Ave E. For more information contact Facilities & Special Projects Manager Gary Leaf or Special Events Coordinator David Wells.

**WHAT IS IT**
- Parks and recreation programs bring tremendous benefits to people of all ages and our community.
- They contribute to helping us live longer, better lives through active pursuits, new life skills, educational programs and safe activities.
- Great parks and programs also help build a stronger community, connecting individuals, families and groups through the power of play.
- Recreation programs and engaging, exciting facilities help keep kids active and off the streets. There are also benefits for the environment and the economy.

**WHAT SHOULD I BRING**
- Volunteers can help by wearing warm, appropriate clothes, depending on the weather.
- By bringing tools from their homes such as small hand tools, loppers, pruners, gloves, rakes, shovels, small pitch forks and even wheelbarrows (make sure and label them!).
- Volunteers are encouraged to carpool to the site they chose.
- Most of all bring your enthusiasm, smiles and be ready to burn some calories and have fun!

**BENEFITS OF PARTICIPATING**
- You can improve your community.
- You can help beautify your neighborhood park.
- You can get active and enhance your own health and well-being.
- You can help bring communities, businesses and neighborhoods together towards one common cause.
- You can increase family and children awareness of nature and their environment.
- You can make a difference, because together we can achieve more.